

# **HIGH SCHOOL** **STUDENT** **HANDBOOK** **2010 - 2011**



**ESCUELA CAMPO ALEGRE**

# Welcome to the High School

Much is expected of our multicultural students and parents in the Escuela Campo Alegre (ECA) High School. The more familiar you are with the academic and behavior expectations the more successful your son or daughter will be. Our collaboration as parents and professionals is the best assurance that our students will fulfill their potential. It is with this intent we publish the High School Handbook. Please read this handbook carefully and use it as a first resource whenever you have questions about academic and behavioral programs, policies or practices in the high school. The Handbook is also available on the ECA website: [www.eca.com.ve](http://www.eca.com.ve).

As a school actively pursuing its mission to be a model American international school, we set numerous goals each year. The 2010-2011 school year is no different. We will continue working towards the ECA vision, focusing attention on our Core Values, and striving to meet performance targets in all academic subjects.

Of our six core values - **Respect, Self-Discipline, Honesty, Commitment to Excellence, Responsibility, and Service to Others** - we plan to give special attention to two this year: respect and self-discipline. We hope to involve parents and students in this initiative to push standards even higher.

If I can assist you in any way this year, please contact me directly by phone, email or a drop-in visit.

Winfield Lowman  
High School Principal

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## ECA MISSION STATEMENT

Escuela Campo Alegre (ECA) strives to be a model Prekindergarten-12 international school offering a US style educational program in the English language comparable to outstanding private and international schools worldwide. ECA primarily serves the children of international corporations and diplomatic agencies.

ECA will inspire its students toward the highest standards through a stimulating and comprehensive program of intellectual and personal development. The school emphasizes academic achievement and artistic, athletic, recreational and multicultural opportunities to prepare students for university studies and challenges of global citizenship.

January 2000 Adopted

April 2003 Reviewed

January 2008 Reviewed

# ESCUELA CAMPO ALEGRE VISION 2008 - 2013

Based on the ECA mission statement (January 2000, revised April 2003 and January 2008); the ECA Board of Directors affirms the following vision to guide the continuing progress of the school over the next five years.

ECA is a place where students work daily with real-life problems and issues and are consistently given opportunities to acquire the relevant knowledge and develop the leadership, practical and ethical skills to solve those problems effectively. They will be risk-takers and innovators, equipped with both the skills and spirit to contribute, to be successful, and to invent the future.

## WHAT WE TEACH AND ASSESS

ECA programs will incorporate and hold administrators and teachers accountable for:

1. A clear set of skills and attitudes of global citizenship, including:
  - a. Critical thinking
  - b. Communication
  - c. Technology
  - d. Innovation
  - e. Lifelong learning
  - f. Teamwork and the role of competition
2. Emphasis on social responsibility, character development, behavioral and ethical standards.
3. High achievement in academic subjects.
4. Outstanding athletic and artistic programs.
5. A foundation in transition/university survival skills (including social, emotional, academic skills).

## HOW WE TEACH

ECA will:

1. Provide holistic learning processes, primarily real-life and problem-based learning.
2. Incorporate the best learning concepts from international sources into the US style standards-based curriculum.
3. Offer programs and course units which capitalize on our natural diversity and cultural opportunities.
4. Employ research-based practices to improve instruction and increase student achievement.
5. Create an environment that ensures students' emotional growth and self-confidence.

## OUR LEVEL OF PROFESSIONALISM

ECA will:

1. Establish models of teaching and learning that encourage pioneering in key areas and innovation.
2. Promote high ethical standards for the ECA community.
3. Develop and maintain strong relationships with universities.
4. Regularly review mission, vision, curriculum, instruction, and assessment methods.
5. Seek to maintain U.S. and international accreditation.
6. Dedicate the resources necessary to realize and sustain vision in a safe and secure environment.

January 29, 2008

## What We Would Like ECA Students to Become

The primary goal of our educational program is the development of the academic skills and intellectual abilities that will successfully empower children to pursue higher education and a professional career path suited to their talents and interests. Recognizing that we are educating children for a rapidly changing world in the 21st century, we agree that our program of studies should be dedicated to developing the following inter-disciplinary standards in our students:

Our students will:

1. Demonstrate problem solving skills
2. Demonstrate creative thinking skill
3. Demonstrate critical thinking skills
4. Understand technology operations and concepts
5. Use information ethically and responsibly
6. Use the research process
7. Communicate effectively
8. Contribute to the overall effort of a group
9. Demonstrate respectful behaviors
10. Demonstrate self-discipline
11. Demonstrate emotional well-being

### Core Values

**We encourage the following values in our school community:**

#### **Trust, respect and compassion**

Trust, respect and mutual support are the fundamental bonds that unite our community.

#### **Self-discipline and teamwork**

Self motivated individuals with a strong sense of teamwork to the community.

#### **Honesty and integrity**

Trust is dependent on its members being honest with each other and honorable in their response to "opportunities".

#### **Commitment to excellence**

We are committed to excellence and strive to broaden individual talents.

#### **Responsibility**

As individuals we will be responsible for our actions and hold ourselves accountable for our actions, words, and commitments.

#### **Service to others**

In an interdependent world our ability to reach out to others will be what defines our humanity and strengthens our community.

# General Information

<b>Regular Hours:</b>	8:30 a.m. to 3:30 p.m.
<b>Wednesday Hours:</b>	8:30 a.m. to 2:00 p.m.
<b>Early Dismissal:</b>	11:30 a.m. (On specially designated days on the calendar)

## MORNING ARRIVAL

Students must be in their first class by 8:30 a.m. High School students who arrive at school well before the beginning of classes should go to the Cafeteria. On examination days, students only need to be in school during their examinations.

## AFTER SCHOOL PICK-UP

Students who are picked up by parents or drivers should be met promptly at the end of the school day. Middle and High School students wait in front of the Campo Dome. Parents or drivers should not plan to arrive at school before 3:30 p.m. when cars are permitted to enter the campus. Any cars that do arrive early must make a line by the front gate, leaving a lane for traffic circulation. Please be prompt for pick-up if your child does not use the bus. Please follow the instructions of school personnel in this regard. Because of security concerns outside the school grounds, the administration strongly suggests that parents assure that their children either go home on the bus or are picked up at dismissal. Late buses are provided for students who are bus clients.

## CAR ACCESS TO CAMPUS AND STUDENT PARKING

Only cars with the ECA security sticker are allowed entry on campus. Stickers are available to parents in the security office. The guards at the front gate have been instructed to make no exceptions to this rule. Student parking is restricted. Each year, the Administration will determine the number of spaces available to students, generally a few seniors, and give permits based on each family's petition, to be made in writing to the Principal at the beginning of each school year. In order to qualify for parking privileges, a student must possess a valid driving license. Parents should contact the High School Office for further information.

## CLOSED CAMPUS

Because of the need for campus security, ECA is a closed campus for all students. Students having to leave school during the day for reasons of illness, doctor's appointments or other emergencies need to bring a note from a parent to the high school office prior to the time of pick up and must be picked up by parents or their representatives. Parents should note that ECA is not responsible for students once they have left the school grounds.

## PERMIT TO LEAVE SCHOOL BEFORE DISMISSAL

Occasionally it might be necessary for a student to leave school before the end of the school day. A note from parents stating the reason is required and must be given to the High School administrative assistant. If the student is ill and needs to go home, the nurse will call home and ask parents to come and pick up the student. In order to leave campus, students must present a green pass to the guard at the Main Gate. Students will not be allowed to leave the campus during the school day without this pass.

## AFTER SCHOOL HOURS

Students are not to be at school after hours unless they are here for a specific purpose under the direct supervision of an advisor or program.

## DRESS CODE

From the time students enter campus until 4:00 p.m., they are required to wear the official school uniform. An official uniform consists of an ECA issued uniform shirt, solid navy blue or blue denim pants, knee-length shorts or skirts, and closed shoes or sneakers of any color. Sandals can be worn, but they must have straps in the back. Students should also wear the official ECA sweatshirt. No cut-off pants, tights, workout pants, sweatpants, pajama bottoms, defaced or torn clothing, chains, studs or body piercings other than earrings are allowed. Anything worn under the school shirt must be visible only at the collar. The ECA physical education uniform is required for students in grades 9-10. Jewelry is not permitted in P.E. classes. Hats can be worn on campus (no stocking hats) but not in classrooms or the theater.

## POSTERS/POSTING INFORMATION

All student groups/community groups must have permission by the division principal to post any information/news in the school building. Any unauthorized posters will be removed. Posters should pertain to ECA activities only.

## TUTORING

It is each teacher's professional responsibility to assist each student individually to the maximum extent possible. Parents should not engage a private tutor unless the student's counselor or the Student Support Team recommends it.

## STUDENT VISITORS

To maintain a safe campus, the school restricts student visitors during class hours. When permission is given for a non-ECA student to visit, the request must be made to the division principal, at least one day before the planned visit. Permission will be granted on a case-by-case basis. Alumni who visit cannot disrupt the learning environment and must have a specific purpose or reason to visit.

## LOST AND FOUND

The lost and found area is located near the elevators by the Health Office. Items found should be turned in to this area immediately. All unclaimed items will be donated to a charity at the end of each marking period.

## STUDENT LOCKERS

Students in Grades 9-12 will be issued a book locker and P.E. locker. The lockers must be kept locked. Problems with lockers should be brought to the attention of the IB Coordinator. The lockers are school property, and school authorities have the right to open and check lockers at any time, as well as to assess students for damage to lockers. ECA is not responsible for the safety of any items left in a school locker. Laptops should be kept in the HS lockers. Laptops should not be brought to the PE locker rooms.

## SCHOOL PARTIES AND DANCES

Parties and dances are occasionally held under the auspices of the Student Council. In order to create a safe and healthy atmosphere at school parties, the following rules apply:

- Students must arrive by the appointed time. For each party a time will be chosen after which no student will be allowed to enter.
- All school rules apply regarding drinking, drugs and alcohol.
- Teachers/chaperones reserve the right to check bags, pockets, backpacks and lockers.
- Guests will be limited to one per ECA student. Guests must be accompanied by their host.
- Anyone exhibiting inappropriate behavior will be asked to leave and will be banned from future ECA parties and dances.
- Once a student leaves a party, he/she will not be re-admitted.



## LOCAL FIELD TRIPS

Various classes throughout the year make use of field trips. Parents may be asked to fill out a parental permission slip in order for students to participate on field trips. School transportation must be used to attend these trips. Students are not allowed to transport themselves on any field trips. In most cases, field trips are not optional and are a part of the regular school day. Students are expected to attend unless they have extreme circumstances preventing them from doing so.

## SCHOOL ACTIVITIES

Attendance at afternoon, evening, and weekend school activities is a privilege. Students not in good behavioral standing can be placed on campus exclusion. Students placed on campus exclusion can only be on school grounds during school hours and are not allowed to attend or participate in any after school activities.

## ASSEMBLIES

During the school year we have assemblies, pep rallies, etc. These programs are required for all students to attend. Students will not be excused from attendance.

## CONFIDENTIALITY

It is the policy of ECA to protect the privacy rights of students. At times it is necessary to involve public agencies regarding the welfare of students. ECA staff will take appropriate measures to ensure the confidentiality of students is maintained during these contacts.

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# Admissions

Students applying for admission to the high school, whether currently enrolled at ECA or entering from another school, must demonstrate the ability to complete all graduation requirements. All new ECA students completed application form along with official academic, testing and medical records must be submitted to the Admissions Office. Should the student have received clinical testing, been involved in remedial work, or required resource services, appropriate records need to be submitted. Where appropriate, ECA will test applicants for English, math and foreign language placement.

## ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

English proficiency is an important factor in both admission and grade placement. While many ECA students are not native English speakers, all ECA high school students must have sufficient knowledge of English to succeed in a rigorous academic program delivered in English. Students applying for admission to the High School are first interviewed by ELL, guidance and administrative personnel and then tested for English and math readiness. Our guiding question is the following: Will this student be ready to engage in IB courses when entering 11<sup>th</sup> grade? Applicants to ECA who have insufficient English abilities may be subject to the following conditions:

- They may begin ECA at a lower grade level than their age indicates
- They may have a program that involves an ELL course
- They may not be admitted

## SPECIAL NEEDS STUDENT REQUIREMENTS

High School Resource is offered to students with learning difficulties. Students work on independent learning strategies and receive additional support in their coursework. Support services can be provided through consultation, in-class, and/or pull-out support. For a complete description of ECA's resource program, see the section, "Support Programs."

## TRANSFER STUDENT REQUIREMENTS

Students transferring to Campo at the high school level must meet all graduation requirements in order to receive a high school diploma. The extent to which high school courses taken previous to enrollment at Campo are accepted in meeting graduation requirements is evaluated by the Guidance Department on an individual basis. This evaluation process may take place only when official transcripts have been received. Students are placed in a grade level based on the number of high school credits they have already earned according to the following chart:

Grade Level	Number of Credits
Grade 9	0 to 6 Credits
Grade 10	6.5 to 12 Credits
Grade 11	12.5 to 18 Credits
Grade 12	17.5 or more Credits

## School Calendar 2010-2011

August 16	New student orientation
August 17	First day of school for students
August 26	HS Back to School Night (6:30 pm)
September 3	HS Pool Party
September 16	College Evening: 12 <sup>th</sup> Grade (7:00 pm)
October 15	End of First Quarter
October 18 - 22	No School – Fall Break
October 27	HS Parent/Teacher Conferences (8:30-4:00)
December 6 - 10	HS Dead Week (No activities before final exams)
December 13 - 15	HS Final Exams
December 16	No School – Teacher Workday
December 17	End of First Semester (11:30 a.m. dismissal)
December 21 - January 8	No School – Winter Break
January 10	Classes resume for second semester
January 21	No School - VANAS Teachers' Conference
February 3	IB Information Night (7:00 pm)
February 15	College Evening: 11 <sup>th</sup> Grade (7:00 p.m.)
March 7-8	No School – Carnival
March 18	End of Third Quarter
March 23	Parent/Teacher Conferences (8:30-4:00 pm)
April 18-22	No School – Spring Break
April 25 - 29	Dead Week – No activities before IB exams
May 3 - 23	IB Exams
May 17 - 19	Final Exams for non-IB diploma seniors
May 20	Last day of class for all senior students
May 25	Senior Speeches
May 27	Senior/Faculty Lunch
May 28	Graduation
June 6 - 8	Final Exams (Grades 9-11)
June 9	No School – Teacher workday
June 10	End of second semester (11:30 a.m. dismissal)

# Report Card Terms 2010-2011

Quarter 1	August 17 – October 15
Semester 1	October 25 – December 17
Quarter 3	January 10 – March 18
Semester 2	March 21 – June 10

There will be final exams at the end of semester one and two.

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## Expectations - ECA Parents

ECA students will be more successful in achieving desired outcomes if parents:

- Help foster student pride, confidence and a positive attitude in school and teachers.
- Support school policies on behavior, dress code and attendance. Ensure students arrive to school on time. Provide the time and environment for students to complete homework. Encourage students to take responsibility for completion of homework assignments.
- Are cognizant of and communicate to teachers about the level of ease or difficulty students experience with homework.
- Initiate and encourage discussions with students on local, world or family issues, in a manner that significantly engages students and stimulates thinking.
- Bring problems, concerns, and criticisms directly to the appropriate teacher for clarification or resolution.
- Take an active role in Parent Association, volunteer activities, and school events.
- Keep counselor informed of special needs and circumstances pertaining to your child and his/her learning (i.e., divorce, death in the family, etc).
- Carefully monitor the student's outside of school activities after school hours and on weekends.
- Dedicate time and thought to the continual improvement of ECA.

### GUARDIANSHIP

Parents must notify the school when they will both be out of town. They must appoint a legal guardian in their absence and notify the school, in writing, regarding who the guardian will be and their contact numbers. This information may be life-saving in the event of an emergency at school.

# Home-School Communication

TYPES OF COMMUNICATION	HOW TO ACCESS/USE
Handbook	Admissions office/Web Site/HS office
Raising Teens Programs (with HS Principal)	Three or four times per year – Campo News
Parent Conferences Days	Twice a year – see calendar
Parent Conferences (on request)	Contact teacher directly (e-mail)
Web site	HS Web Site <a href="http://www.eca.com.ve">www.eca.com.ve</a>
Campo News	<a href="http://www.eca.com.ve/cnews">www.eca.com.ve/cnews</a>
Back-to-School Night	Beginning of year – see calendar
Orientation (new students)	Beginning of year – see calendar
College Night Program	Normally done in September & February
IB Orientation Program	Normally done in February
Phone calls	Through HS office. Don't leave messages on the voice mail. We ask that parents do not call the school to send messages to their children unless it is an emergency or if it refers to an unavoidable last-minute arrangement for picking up your children at the end of the day.
E-mail	List of teachers' emails on ECA web site
Notes/letters	Send with students
Progress Reports	Two times per year – see calendar
Semester Report Cards	Two times per year – see calendar
"At Risk" Meetings	Scheduled by Guidance Counselor each reporting period

## PARENTS AT ECA

Parents are welcome at ECA at any time. It is important that you sign in either at the main gate and write your destination in the school so that you can be located if necessary. For everyone's security, we need to identify who is on campus at any particular time. To diminish classroom interruptions, parents should not visit classrooms without previously arranging with the teacher. If you need to speak to a teacher on short notice, contact the high school office.

## PARENT ASSOCIATION (PA)

The ECA PA is an important component of the school. All parents are automatically members, and many take an active role in the school community. Parents can volunteer to assist the teachers as room mothers, to work in the library or in one of several committees for special events such as the Teacher Appreciation Day or the Earth Day Fun Run. A monthly PA board meeting is held the first Monday of each month.

# Student Attendance

Attendance is of primary concern. The following policies are designed to encourage regular attendance:

- When returning to school after being absent, a student must bring a note signed by a parent, guardian or physician indicating the dates and reasons for the absence. High school students must take the note to the division office before proceeding to class. In some cases, absences may be considered unexcused.
- At least 90% attendance is required to attain credit for a course. For a full year course, this means that students must not miss more than nine class meetings. Extensions to this rule may be made for school-sponsored trips or in extenuating circumstances. Students will be warned when they approach this limit, or if they appear to be on a pace to exceed this limit.
- A formal administrative review will be required to grant credit where the above attendance guidelines have been exceeded. Continued enrollment at ECA will also be reviewed in such cases.
- All absences, both excused and unexcused, are counted when computing the 90% attendance requirement. Unexcused absences, including absences during the days immediately preceding and succeeding holidays, will count as double absences for computation of these percentages.
- Absences incurred before a student arrives at ECA may count towards this total if the student does not produce satisfactory records of attendance at his or her previous school.
- If a student is to be excused from Physical Education for medical reasons, a note from a doctor is required. This note should be handed to the Physical Education teacher. Parents should also notify the High School Office.

## EXCUSED ABSENCES

If a student must be absent, parents must inform the High School Principal in writing. Parents should request permission for any absence that they know about in advance. Absences due to illness, a serious family situation, or an important and unavoidable appointment will be excused, provided that the parents provide appropriate written notice and documentation. **In most cases, absences connected to holidays will not be excused.** Suspensions from school and school trips are excused absences. A student may make up any missed class work or tests that happen during an excused absence. The responsibility of getting permission and making up missed work is totally the student's. Teachers may decide to excuse students from minor homework assignments or quizzes.

## UNEXCUSED ABSENCES

If a student is absent from school without receiving permission in advance from the High School Principal or without proper documentation, the absence may be considered unexcused. If a student skips a class -- either by staying out of school without the school's permission or not attending the class while in school -- the absence will be considered unexcused. Tests and other assignments missed during unexcused absences cannot be made up. Unexcused absences are counted twice with regard to the minimum attendance required (90%). Exams cannot be scheduled early or given later than the scheduled time, except under extenuating circumstances and with the written permission of the High School Principal. Missing such exams can result in failing a class.

## TARDINESS

Tardiness impedes the efficient start of class for all students and it is important to be in school on time. Students who arrive at school after the start of classes must report to the High School office for an admission slip. Students receive a detention when they accrue their fourth tardy in a quarter. Each subsequent tardy also receives a detention. As traffic in Caracas is difficult, please make accommodations to arrive at school before 8:30 a.m.

## DETENTION

The most common punishment for rule infractions is school detention. Typically, detention will occur at lunch. The student will serve the detention in the HS office. After school detentions may also be assigned. Students and parents will be notified of an after school detention so that transportation can be arranged.

# Academic Program

## GRADUATION REQUIREMENTS

The ECA diploma is awarded at the completion of four full years of High School. In order to graduate, a student must complete a minimum of 26 credits in grades 9 through 12. ECA students have the option of earning two diplomas; the ECA high school diploma and the International Baccalaureate (IB) diploma. In addition, a student must also complete the following requirements:

- Be enrolled in at least eight courses in 9th/10th grades
- Be enrolled in at least seven courses in 11th grade
- Be enrolled in at least six courses in 12th grade
- Be enrolled in 12th grade English as a senior student
- Demonstrate proficiency in Spanish at the Spanish II level
- Demonstrate a keyboard typing speed of at least 40 CWPM
- Complete minimum total of 150 CAS hours over four years (IB diploma students must complete 210 hours) according to the following grade level requirements:

Grade Level	Number of CAS Hours Required
Grade 9	30 hours
Grade 10	30 hours
Grade 11	45 hours (IB diploma students 75 hours)
Grade 12	45 hours (IB diploma students 75 hours)

- Meet the subject-area minimum credit requirements below:

Subject Area	Credits
English	4.0
Modern Languages	3.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	2.0
Physical Education	2.0
Wellness	0.5
Information Technology	0.5
Electives	5.0

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<b>Total</b>	<b>26.0 credits</b>
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## WEIGHTED GRADES

All International Baccalaureate (IB) HL courses in grades 11 and 12 weigh 1.0 above the regular weight.

Grades	Regular Weight	IB Higher Level
A+	4.33	5.33
A	4.00	5.00
A-	3.67	4.67
B+	3.33	4.33
B	3.00	4.00
B-	2.67	3.67
C+	2.33	3.33
C	2.00	3.00
C-	1.67	2.67
D+	1.33	2.33
D	1.00	2.00
D-	0.67	1.67
F	0.00	0.00

### IB Higher Level Courses

#### Grade 11

IB English A1 HL 1  
IB English A2 HL 1  
IB Spanish B HL  
IB Spanish A1 HL 1  
IB Spanish A2 HL 1  
IB French 5 B HL  
IB Business HL 1  
IB History HL 1  
IB Economics HL 1  
IB ITGS HL 1  
IB Biology HL 1  
IB Chemistry HL 1  
IB Physics HL 1  
IB Math HL 1  
IB Theater Arts HL 1  
IB Visual Arts HL 1

#### Grade 12

IB English A1 HL 2  
IB English A2 HL 2  
IB Spanish B HL  
IB Spanish A1 HL 2  
IB Spanish A2 HL 2  
IB French 5 B HL  
IB Business HL 2  
IB History HL 2  
IB Economics HL 2  
IB ITGS HL 2  
IB Biology HL 2  
IB Chemistry HL 2  
IB Physics HL 2  
IB Math HL 2  
IB Theater Arts HL 2  
IB Visual Arts HL 2

## HIGH SCHOOL GRADUATION

Students must be in good academic and behavioral standing to participate in the graduation ceremony. The principal shall have the final determination on credits, good standing, and graduation eligibility. Each student is responsible for keeping a record of credits earned and meeting the graduation requirements. Students may be removed from the graduation ceremony if they fail a necessary class or for disciplinary reasons up to and including the date of graduation.

## SEVEN POINT STANDARDS-BASED GRADING SCALE

Standards are the skills that students learn in each course. For any assessment, teachers will evaluate the level that the student achieved in one or more standards. The student's cumulative grade is determined by the student's achievement in each of the course standards.

TEACHER GRADING SCALE			CUMULATIVE GRADES	
Teacher enters this #	Descriptor	Letter grade equivalent	Cumulative letter grades	Break-points for letter grades
7	Exemplary	A+	A+	6.6 – 7.0
6	Exceeding the standard	A	A A-	5.9 – 6.5 5.7 – 5.8
5	Meeting the standard	B	B+ B B-	5.3 – 5.6 4.9 – 5.2 4.6 – 4.8
4	Approaching the standard	C	C+ C C-	4.3 – 4.5 4.0 – 4.2 3.7 – 3.9
3	Below the standard	D	D+ D D-	3.5 – 3.6 3.2 – 3.4 3.0 – 3.1
2	Failing the standard No work submitted Unexcused	F	F	0.0 – 2.9

When we print report cards and mid-term progress reports, the descriptor (e.g. “approaches the standard”) appears for each standard. Letter grades appear for the cumulative grade, which is the average of all of the standards.

### PASS/FAIL GRADES

A grade of Pass (P) allows the student to receive credit for a course with no impact to the GPA.

### INCOMPLETE GRADES

An incomplete grade is given only in those cases where illness and/or emergency, prevent the student from completing assignments. Make-up work is entirely the responsibility of the student.

### HIGH HONORS AND HONORS

The High Honors Roll and Honors Roll are issued at the end of each semester to acknowledge students in grades nine through twelve who attain a significantly high grade point average (GPA), with no grade lower than a C-. All semester grades are used in the determination of a student’s GPA. Honor roll and High Honor roll are awarded according to the student’s academic program, as explained here:

	Honors GPA	High Honors GPA
Students in grades 11 and 12:	3.60	3.85
Students in grades 9 and 10:	3.30	3.60

### ACADEMIC AWARDS

High School students are rewarded at an end-of-the year assembly for outstanding performance. Faculty members select students who have distinguished themselves in each of their subject areas. For seniors, special awards are also presented during the graduation ceremony. Members of the sports and fine arts programs are also honored at special awards ceremonies.



## REPORT CARDS

Report cards are issued each semester. Apart from the two semester report cards, parents are encouraged to maintain regular communications with teachers, counselors, and administrators. Email is the recommended means for making contact and requesting a conference. Each report card includes a report from each subject plus a punctuality letter grade.

## PROGRESS REPORTS

Mid-term progress reports are sent to parents indicating student's progress two times per year (approximately halfway through each of the two semesters). These are identified as quarter one and three. Mid-term progress reports include comments from teachers and the student's current grade. Formal parent-teacher conferences are scheduled within a few days of mid-term progress reports. We suggest parents or guardians who are concerned about the progress of their son or daughter to please contact the teacher(s) involved. Progress reports may also be sent earlier or later by teachers if they see a change in student performance.

## SEMESTER EXAMINATIONS

Each semester ends with a three-day examination period. During the examination period, regular classes do not meet. There are two 2-hour examination periods per day. Students are not required to be in school if they do not have an examination. Semester and final examinations cannot be scheduled early or given later than the scheduled time, except under extenuating circumstances and with prior approval from the High School Principal. Missing such exams can result in failing a class. All courses will give a final examination or a final project. The examination or project will count 15% - 20% of the semester grade. Semester examinations may assess skills and content learned at any time during the course.

## DEAD WEEK

The week prior to semester examinations and IB examinations is devoted to exam preparation. During this week, teachers will not require major tests, quizzes or projects in courses in which there will be final examinations.

## SUMMER SCHOOL CREDITS

Courses completed by ECA students during the summer in the USA or their home countries are recognized in two ways; (1) to make up an "F" earned at ECA in any subject or (2) to permit a student to fulfill prerequisites for a higher level course offered at ECA. In no case will a student be allowed to satisfy requirements for core subjects at the next grade level by summer school courses. In addition, no more than a total of two failing grades may be made up by a student during any one summer.

## DROPPING AND ADDING COURSES

Students in non-IB courses may change courses within the first two weeks of the school year. Juniors beginning a two-year IB course may change within the first three weeks. Occasionally, under extenuating circumstances, a student may be allowed to drop a course after the three-week period but this will result in a withdraw grade being recorded on the transcript. Students who need to make a schedule change should see their guidance counselor within the time frame referred to above. If the counselor feels the change is warranted, a change form will be filled out which the student must have signed by each teacher involved in the change.

## Academic Program – Grade 9 and 10 Students

Ninth and tenth grade students have a core program of required courses, with students having a choice in their language and in the fine arts electives. In most cases, a grade nine and ten student's schedule will be comprised of nine courses; some being full-year courses and some being one-semester courses. Students in grade nine and ten have the opportunity to earn eight credits per year. Students in grades nine and ten are not allowed a free period.

A specific course schedule is developed for each student either at the time of enrollment or, for returning ECA student in consultation with faculty members and the student's parents. The High School Principal must approve all schedules.

### Ninth Grade

Class	Credit
English 9	1.0
Mathematics - Math 1 – 4	1.0
Social Studies - Ancient World Civilizations	1.0
Modern Language – Spanish or French	1.0
Integrated Science	1.0
Physical Education	1.0
Fine Arts Elective - Theater Arts, Music, or Visual Arts	1.0
Wellness	0.5
Information Technology I	0.5
CAS - A minimum of 30 hours of co-curricular experiences, balanced among creativity, action and service.	

### Tenth Grade

Class	Credit
English 10	1.0
Mathematics – Math 1 – 4	1.0
Modern Language – Spanish or French	1.0
Integrated Science	1.0
Social Studies - Modern World History or Venezuelan History & Geography (Necessary for students who plan to attend Venezuelan universities)	1.0
Physical Education	1.0
Fine Arts Elective – Theater Arts, Music, or Visual Arts	1.0
Writing	0.5
Life Skills	0.5
Internship - workplace experience for one week.	
CAS - A minimum of 30 hours of co-curricular experiences, balanced among Creativity, Action and Service.	

## Academic Program – Grade 11 and 12 Students

In most cases, students will take one course from each “group” listed below. Most students will be encouraged to take courses leading to the full IB Diploma. Full IB Diploma students in grade eleven and twelve must enroll in a minimum of nine courses. Non-IB Diploma students must enroll in a minimum of seven courses. CAS requirements for IB students are 75 hours per year and 45 hours per year for non-IB students. Students will select a combination courses from those listed below:

	<b>IB COURSES</b> All courses are two years	<b>NON-IB COURSES</b> All courses are one year
<b>Group 1 or 2 ENGLISH</b>	<b>(Native Speakers)</b> IB English A1 (SL, HL) (Non-Native Speakers) IB English A2 (SL, HL)	
<b>Group 1 or 2 LANGUAGE 2</b>	<b>(Native Speakers)</b> IB Spanish A1(SL, HL) IB Spanish A2 (SL, HL) <b>(Non-Native Speakers)</b> IB ab initio Spanish (SL) IB Spanish B (SL, HL) IB ab initio French (SL) IB French B (SL, HL)	
<b>Group 3 SOCIAL SCIENCES</b>	IB History (SL, HL) IB Economics (HL) IB Business and Management (SL, HL) IB ITGS (SL, HL)	
<b>Group 4 SCIENCES</b>	IB Biology (SL, HL) IB Chemistry (SL, HL) IB Physics (SL, HL)	Environmental Science
<b>Group 5 MATHEMATICS</b>	IB Mathematics (HL) IB Math Standard (SL) IB Math Studies (SL)	Applied Mathematics
<b>Group 6 (ARTS &amp; ELECTIVES)</b>	IB Art/Design (SL, HL) IB Theater Arts (SL, HL) IB Music SL (not offered in 2010-11)  <i>A second Science</i> <i>A second Social Science</i> <i>A third Language</i>	HS Band Chorale Art PE Theater Arts Yearbook
<b>7th Course</b>	Theory of Knowledge	Any of the electives above A second Science A second Social Science A third language

\* HL = Higher level

SL = Standard Level

# The International Baccalaureate Program (IB)

The International Baccalaureate Program was established over 40 years ago to provide an intellectually rigorous and academically demanding common curriculum for students in schools around the world. Its strengths come from the best of many national systems. The International Baccalaureate is a widely recognized two-year comprehensive high school program encouraging critical thinking, research skills and commitment to service as parts of the learning process. It will prepare students for success at any university.

The rigor of the IB program is recognized by over 600 colleges in North America alone, and by many more throughout the world. Participation in the program plays an important part in the admissions decisions made by universities, and success on IB exams is often rewarded with advanced credit and/or standing at the university level. IB Recognition policies for universities in North America, South America, and Europe are available on the IB website ([ibo.org](http://ibo.org)).

Success in this program requires commitment, ability, interest, and parental support. Students who have the motivation and self-discipline, and who are willing to devote the time necessary, should find the achievement of the diploma satisfying. Since the majority of courses offered at the 11<sup>th</sup> and 12<sup>th</sup> grade levels are IB courses, many students at ECA choose to pursue the IB diploma while at the same time earning credits towards their ECA High School diploma. Students who wish to take just a few IB courses in certain areas may do so, earning IB Certificates instead of the full IB diploma. Students taking IB courses are expected to meet all expectations for completing the course, including doing all projects and the final exams.

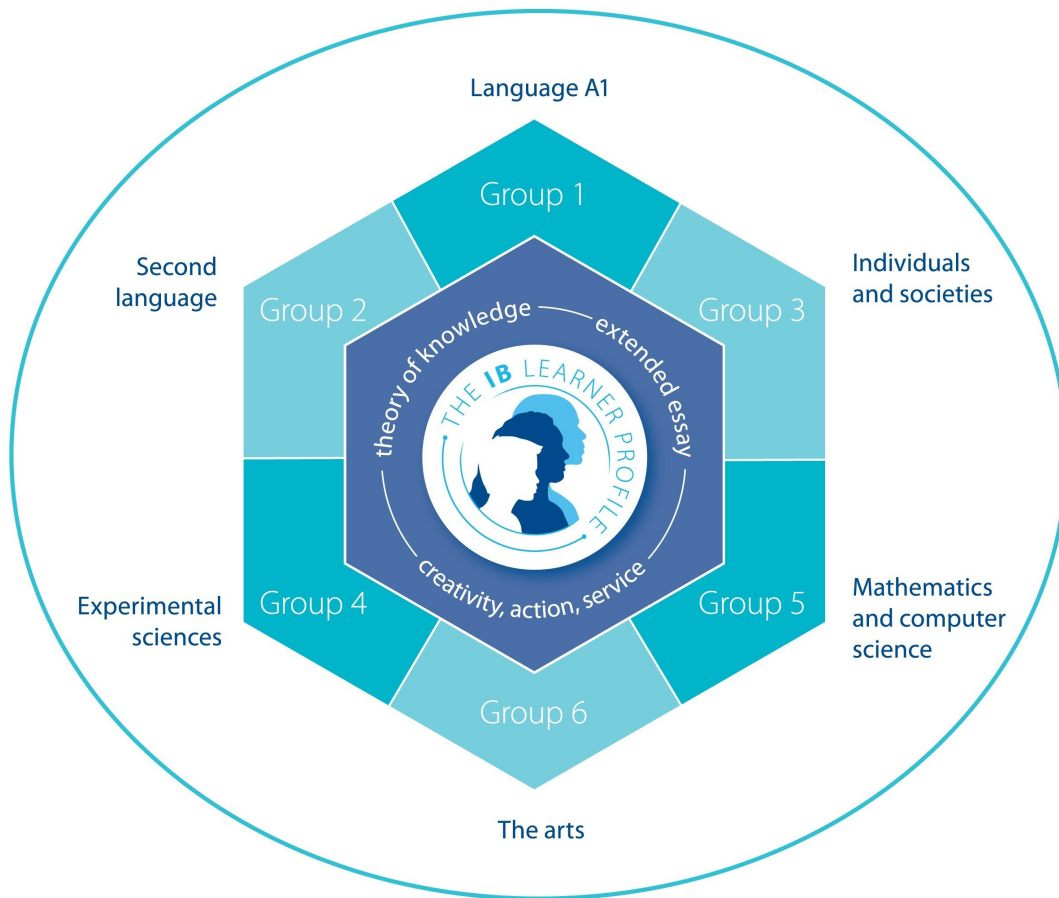
## GROUPS OF STUDY

The International Baccalaureate diploma requires courses in six major areas, called “groups” of study (refer to chart on previous page.) IB courses are taken either at Higher Level (HL) or Standard Level (SL). Higher-level courses demand more from students, both in terms of time, conceptual understanding, and assessment activities. All IB courses are taught over two years (the 11th and 12th grades). In some cases a student may take a Language B (SL) exam at the end of their 11th grade year provided they are at the right level. The course offerings are subject to change if student enrollment is not sufficient. In addition, not every combination of courses is possible. If you have questions about the IB program in general, or about the IB offerings at ECA, be sure to contact the IB Coordinator for additional brochures and information.

## IB COURSES (BY GROUP)

- Group 1: English A1 HL, English A1 SL, Spanish A1 HL, Spanish A1 SL
- Group 2: English A2 HL, English A2 SL, French B HL, French B SL, French ab initio, Spanish A2 HL, Spanish A2 SL, Spanish B HL, Spanish B SL, Spanish ab initio
- Group 3: Business and Management SL/HL, History of the Americas HL, Economics HL, ITGS SL/HL
- Group 4: Biology SL, Biology HL, Chemistry SL, Chemistry HL, Physics SL, Physics HL
- Group 5: Mathematics HL, Mathematics SL, Mathematical Studies SL
- Group 6: Visual Arts HL, Visual Arts SL, Music SL, Theater Arts HL, Theater Arts SL

## COURSES AND REQUIREMENTS FOR THE IB DIPLOMA



Diploma candidates must take a total of 6 IB courses, one from each of the groups 1-5. Of these, 3 must be taken at Higher Level (HL), and 3 at Standard Level (SL). In addition, students must take Theory of Knowledge.

### THEORY OF KNOWLEDGE

All Diploma candidates must take the Theory of Knowledge (TOK) course, which challenges students to reflect on the knowledge they have gained and to examine how knowledge of different sorts is discovered and validated. The Theory of Knowledge course is central to the aims and objectives of the International Baccalaureate Program.

### EXTENDED ESSAY

All Diploma candidates must prepare and submit an Extended Essay of up to 4,000 words; the topic for this paper, selected by the student from one of the six course areas, is intended to be rich enough to engage the student in serious researching, thinking, and writing about an area of interest.

### CREATIVITY, ACTION, AND SERVICE

Finally, all Diploma candidates must have a Creativity, Action and Service (CAS) program. This program requires that the students spend 150 hours over two years in extra-curricular activities, balanced between community service, leadership/sports and cultural activities.

### EXAMINATIONS

Student success is determined by an extensive examination procedure involving written work and recorded oral

interviews. The examinations and other assessments are established by the Curriculum and Assessment arm of the IB Organization, and they occur in May of a student's second year. Each student also completes an Internal Assessment component in each subject, which is graded by the teacher and submitted to the International Baccalaureate for moderation. This internal assessment comprises a portion of the final mark obtained. The total IB mark is given on a 1-7 scale, with 4 considered a passing grade and 7 the highest possible mark.

### **IB MOCK EXAMS**

A few months prior to the real IB exams, students have a week of Mock Exams. These are previous exam papers, presented in a formal exam setting. The purpose of the mocks are (a) to familiarize students with the formal setting in order to reduce their anxiety; and (b) to provide information to the teacher and student about areas of strength and weakness to be addressed in the weeks leading up to the real exams.

### **AWARDING THE IB DIPLOMA**

Students who meet all of the above requirements (6 courses, TOK, Extended Essay, CAS), and who pass all their exams (generally considered a mark of 4 or better on each of 6 courses) receive the IB Diploma. A student must earn a total of 24 points in order to earn the IB diploma. (There are a number of disqualifying conditions, which can be explained by the IB Coordinator.)

### **IB CERTIFICATES**

Students may attempt as many individual IB courses as they like (provided they meet the prerequisites). Students who take individual IB courses obtain certificates for those IB courses. Many universities will award students with high scores on IB certificates (typically 5,6, or 7 in HL subjects) advanced credit in those subject areas, and will often give advanced placement (without credit) for both HL and SL courses. If you have questions regarding university Recognition of the IB, please contact the IB Coordinator or the College Counselor, who have copies of the IB recognition policies from universities all over the world.

### **ADVANCED PLACEMENT EXAMS**

ECA does not currently offer AP courses. However, a number of the IB courses are quite similar to AP courses, and it is therefore possible, with some additional outside preparation, to take one or more AP exams. Students who wish to take an AP exam must consult with their counselor to discuss the feasibility and timeline for registering for these exams.

# IB Diploma Program Policies

## Enrollment and/or Dropping the Program and Examinations

### POLICY FOR STUDENTS ENROLLING IN THE IB PROGRAM

Students who want to do the IB Diploma Program must meet the following eligibility criteria:

- Must be suitably proficient in either Spanish or English to study at the A1 level (native speaking, reading, writing, and listening level) or demonstrate willingness and ability to pursue native language study as a tutored candidate.
- GPA from grade nine and semester one of grade ten cannot be lower than 2.70.
- Must have work habit grades of “meeting the standard” in grades nine and ten
- Demonstrate achievement in creativity, action, and service related activities

If the student meets all eligibility requirements in January of grade ten, then the student may choose an IB Diploma schedule (which would include TOK and three classes to be examined at higher level). Students who do not meet the eligibility requirements may appeal their case to the Student Support Team.

After semester one of the sophomore year, student performance will be reviewed at each grading period to determine continued eligibility for the IB diploma. Eligibility is determined by the following:

- The student’s continued satisfactory academic performance, especially in higher level courses, where the student should be earning a B- or above.
- The student’s work habits, documented in report cards
- Deadlines for extended essay and coursework met consistently
- The student’s academic integrity
- The student’s positive participation in the classroom
- The student’s seriousness of purpose
- The student’s demonstrated involvement in CAS activities

The deadline for registering candidates is **November 15** of their senior year. Students who continue to meet the requirements of the IB Diploma Program in November of their senior year will be enrolled as IB Diploma Candidates, and will have the privilege of declaring themselves IB Diploma candidates when they apply to university.

### POLICY REGARDING DROPPING THE IB DIPLOMA

Students enrolled in the IB diploma program may elect to drop the diploma until January 15th of their senior year. If a student drops the diploma, then he must do two things:

- Add PE to his semester two senior year schedule
- Write a letter to the universities that he is applying to that states that he is no longer an IB Diploma candidate.

Students enrolled in the IB diploma program as of January 16th of their senior year must complete all of the coursework that the IB program requires, including the IB Examinations. Failure to complete IB course requirements may result in the student losing ECA credit for the subject and possibly losing his ECA diploma.

## POLICY REGARDING TAKING IB COURSES WITHOUT TAKING THE IB EXAMINATIONS

Students may take an IB course without taking the corresponding IB examination. In order to get ECA credit for the course, the student must do the following:

- Advise the teacher and the IB coordinator that she plans not to take the IB examination. Deadline: January 15<sup>th</sup> of the senior year.
- Take and pass an examination designed by the teacher during the IB exam period.
- Complete all of the coursework for the class, including work assessed externally by IB. The teacher may create alternative assessments as appropriate.

ECA students enrolled in IB courses must complete all of the assignments that are assessed by IB (or the alternative assignments designed by the teacher). If a student does not complete any of these components of the course, he will earn an ECA grade of F, unless there are extenuating circumstances recognized by a committee of teachers.

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## Expectations - ECA Students

Students are expected to arrive to class on time and be prepared for class. Other expectations include:

- Consistently hand in work on time.
- Consistently put forth their best effort on all assignments.
- Make full use of class time.
- Show evidence of completion of all homework.
- Be honest in representing work as their own (academic honesty).
- Demonstrate an interest in the subject outside of the classroom.
- Take advantage of teacher availability for consultation and questioning.

## HOMEWORK EXPECTATIONS

In the high school, we expect students to be independent learners. Our definition of homework, therefore, includes all school related activities at home, not just work assigned by teachers. Some of these activities are:

- Reviewing notes and generating questions on what was studied.
- Organizing notebooks/binders.
- Completing unfinished work from the school day.
- Completing work assigned to be done at home
- Completing another stage in a prolonged project
- Setting goals for the next day/week/month.
- Researching a topic of interest related to something studied in class.
- Discussing a school topic with friends or family members.
- Using the internet to follow up ideas/information presented in class.



THE ECA ON-TIME WORK POLICY

The ECA faculty and administration expect students to turn in all of their assignments at the beginning of the class period on the day that they are due. We also recognize, however, that high school students have important family, extra curricular, academic, and personal commitments. We believe that students who responsibly manage these obligations should be afforded some flexibility on due dates. Teachers, therefore will consider seriously any reasonable request for a change in due date if the student approaches the teacher ahead of time. Teachers will NOT consider same-day extension requests or excuses, however. The following rules apply to homework:

- Work submitted on time will receive a grade of 6 for the standard “completes work on time”, unless the student receives 7’s on the other standards assessed, in which case he may be given a 7.
- If a student is absent on the day that homework is collected, and if that absence is excused, the work will normally be due as soon as the student returns to school. In some circumstances, however, the student will be expected to submit the work electronically or send it in with another student.
- Being absent for one or more days does NOT excuse a student from preparing for the next class. The student, unless completely incapacitated, will get and complete the homework, and will be prepared for the next class.
- Some kinds of assignments (math or foreign language exercises or written preparation for a specific activity, for example) cannot be accepted late. In most cases, however, assignments will be accepted up to ONE CLASS PERIOD after the due date.
- If students miss school because of a school-related trip, they will be given one day for each day they are absent from school to make up work. For example, if a student misses two days of school for a school-related trip, they would have two days to make up work.

HOW MUCH TIME SHOULD BE SPENT ON HOMEWORK?

There is no magic formula. The answer will depend on whether there are distractions; on how organized the person is; on how fast a learner/writer/reader the person is; on whether the time is managed well. However, the following guidelines apply to students who are well organized, have been paying attention in class, and who have used their in-school study periods effectively:

Grade 9	1.5 to 2.5 hours per evening
Grade 10	2 to 2.5 hours
Grades 11 and 12	2.5 to 3 hours (add .5 to 1 hour for IB Diploma students)

# LAPTOP PROGRAM OVERVIEW 2010-2011

ECA is dedicated to making technology as easy and familiar as the ubiquitous pencil and calculator. ECA sees this as an integral part of the education it envisions for citizens of the 21st Century.

## ORIENTATION FOR NEW USERS

Students and/or parent/guardian of students receiving a laptop computer are required to attend an orientation program before receiving the laptop. Instructions for, handling, maintenance and procedures will be provided during the orientation.

## GENERAL USE AND CARE OF THE COMPUTER

- When transporting their laptop to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- Students are expected to treat their laptop with care and respect. The computer and case are the property of the ECA and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.

## STUDENT RESPONSIBILITIES

The laptop is loaned to you by ECA. Your laptop should be used for educational purposes only. In order for you to use the laptop in class and to take it home you must be willing to accept the following terms and responsibilities. You agree to:

- Read this responsibility page in its entirety.
- Recharge the battery nightly.
- Bring the laptop to school each day.
- Adhere to these guidelines each time the Internet is used while at school or at home.
- Make the laptop available for inspection by an administrator or teacher upon request.
- Use appropriate language in all communications.
- Abide by copyright laws.
- Use your legal name in all educational activities that incorporate technology or the Internet
- Do not give out personal information.
- Not change, nor attempt to change, the configuration of the software.
- Not attempt to repair, alter, or make additions to the laptop.
- Report any problems or damage to the laptop to the school Technology Coordinator.
- Not download any programs from the Internet or other sources.

- Not remove any programs or files on the laptop, except for personal documents.
- Keep the laptop in its protective case at all times when not using it.
- Backup documents on the laptop to the ECA network.
- Turn the laptop in for re-formatting or maintenance at the request of the school.

## PARENT RESPONSIBILITIES

Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the ECA parent and student responsibilities be followed to ensure the safe, efficient, and ethical operation of the school's computer. In order for your child to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- Make sure your student recharges the battery nightly
- Make sure your student brings the laptop to school each day
- Read this document in its entirety
- Read and review the "General Use and Care of the Computer" portion of this document
- Supervise your student's use of the laptop at home
- Discuss appropriate use of the Internet and supervise your student's use of the Internet if it is available at home
- Not attempt to repair the laptop
- Report any problems or damage to the laptop to the School Technology Coordinator
- Not change, nor attempt to change, the configuration of the software
- Not download any programs from the Internet or other sources
- Not remove any programs or files on the laptop, except your child's personal documents

## TERMS OF AGREEMENT

ECA grants permission to the student to have limited use of the laptop described in the laptop program. The student is responsible at all times for the care and appropriate use of the laptop. The laptop remains the property of ECA and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express, written consent of ECA.

ECA insurance and the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by ECA). Failure to return the laptop on or before that date to the division principal or his designee will result in transcripts and/or report cards being withheld.

ECA reserves the right at any time to demand return of the laptop forthwith.

## ELIGIBILITY

All ECA high school students will be issued a laptop. The student and parent/guardian will sign an agreement statement prior to laptop checkout. The student user is responsible for the safe return of the assigned laptop.

## DURATION OF COMPUTER LOAN

Laptops will be checked out for the school year. Laptops will be collected from students at the end of the school year.

## WITHDRAWING STUDENTS

If a student withdraws from school after a machine has been assigned, the student is responsible for ensuring the return of the laptop before his/her last day in the school.

## NEW STUDENTS

If a new student arrives after laptops have been distributed, contact the IT Director as soon as possible to arrange obtaining a laptop. A laptop will be assigned once the student and parents/guardians attend an orientation and sign the agreement.

## OWNERSHIP OF MACHINES

The laptops are the property of ECA and are being provided for the exclusive use of ECA high school students as a tool for learning. The school will only assign Dell laptops to students. Due to insurance and liability issues, ECA will not lend machines to other institutions, groups or individuals.

## DAMAGE AND LOSS

Accidental damage that affects the computers operation is covered under the warranty. Damage that affects only the cosmetic look of the computer is not covered. ECA carries an insurance policy for loss or theft, however, the parent will be responsible for the deductible which is around \$350.

## INTERNET SAFETY

You should be aware that ECA does not employ content filtering of the internet. However, all internet browsing is monitored and logged and the logs are reviewed periodically for inappropriate use. Internet use off campus is not logged on the ECA Server, however, spot checks are conducted periodically of the browser history.

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# Student Computer and Internet Use Policy

The student computer and internet use policy is intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with this Student Computer and Internet Use Policy and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

## A. COMPUTER USE IS A PRIVILEGE, NOT A RIGHT.

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The high school principal shall have final authority to decide whether a student's privileges will be denied or revoked.

## B. ACCEPTABLE USE

Student access to ECA computers, networks and Internet services are provided for educational purposes and research consistent with ECA's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing ECA computers, networks and Internet services.

### C. PROHIBITED USE

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene vulgar, sexually explicit, sexually suggestive, threatening, discriminatory harassing and/or illegal;
- Illegal Activities – Using IPS' computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
- Violating Copyrights – Copying or downloading copyrighted material without the owner's permission; Plagiarism – Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;
- Copying Software – Copying or downloading software without the express authorization of the system administrator;
- Non-School Related Uses – Using ECA computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes.
- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords without permission an/or accessing other user accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to the ECA computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Unauthorized access to Chat Rooms/Social Network Sites– Accessing chat rooms or social network sites without specific authorization from the supervising teacher

### D. NO EXPECTATION OF PRIVACY

The school unit retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

### E. SCHOOL ASSUMES NO RESPONSIBILITY FOR UNAUTHORIZED CHARGES, COSTS, OR ILLEGAL USE

The School unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## Computer Network Abuse Policy

### FIRST TIME OFFENDER

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for ONE week. During this period if the student needs to use the computer during class time the teacher must make a special request to the tech dept on behalf of the student for that class period.

### SECOND TIME OFFENDER

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for TWO weeks. A letter will be sent to the student's parents informing them about the incident and this will also be filed. This letter will be sent by the division office.

During this period if the student needs to use the computer during class time the teacher must make a special request to the tech dept on behalf of the student for that class period.

### THIRD TIME OFFENDER

If a student is found breaking any ECANET user agreement guidelines he/she will have their account disabled for the ENTIRE SEMESTER. If it's at the end of the semester then it will be applied to the next semester. The student's parents will be called in for a conference and necessary action will be taken as per school policy. A letter will also be put into the students file.

### HOW WILL WE COMMUNICATE WITH ALL CONCERNED?

An email will be sent to all concerned parties by the technology or library. The NETABUSE email group consists of principals, academic dean, library staff, tech dept and counselors. The students name will also be entered by a secretary into the NETABUSE database to monitor for any future infractions.

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## Library Media Center

The ECA Library's mission is to help students and teachers become effective users of ideas and information. Please feel free to ask the library staff for assistance in the library—we are more than happy to help you!

### LIBRARY WEB PAGE

- <http://www.eca.com.ve/library/>
- CALICO, the library's web-based catalog of all library materials, is available on the library web page from home or school.
- Online research databases are available on the library web page at school (no password needed) and at home (ask for username and password in the library).

### USING THE LIBRARY

- The library is open for one hour before and after school. Library hours are 7:30 - 4:30.
- Students may use the library individually, in small groups, and with classes for reading, research, and studying.

### REMEMBER

- **No food or drinks are allowed in the library**
- **Turn off their phones while in the library.**

### BORROWING LIBRARY MATERIALS

- Students may borrow books and back issues of magazines.
- If a student has overdue items, no additional materials may be checked out until these are returned or renewed.
- Replacement charges are required for lost or damaged library materials.
- Students may view videos or DVDs in the library when needed for a class project. They may borrow them overnight, if they have a note from their teacher.

LIBRARY COMPUTERS

- Scheduled classes have priority over individual students using the library’s computers.
- Library computers are for research purposes and school assignments.
- Students must file a signed agreement for acceptable use with the Technology Department.
- Any improper use will result in suspension of computer privileges throughout the school.

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Co-Curricular Programs

COMMUNITY SERVICE

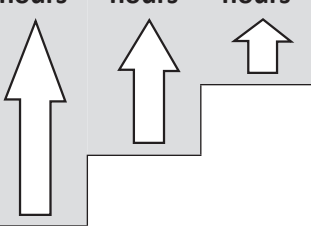
ECA has long been involved in community service activities since it is our belief that the utilization of one’s talents for the benefit of others is fundamental to the education of any young person in this day and age. Community Service or CAS (Creativity, Action, and Service) is a requirement for all students. There are many projects and activities to choose from. While in attendance at ECA, students in grades 9-10 must complete 60 hours (30 hours per year). In grades 11 and 12, students must complete a minimum of 90 hours of CAS related activities (45 hours per year).

The expectations for students in the IB program are much higher. Under the direction of the Community Service Coordinator, students will be able to fulfill their service obligations in a number of different ways. Credit will be given for school service, participation in a number of school-sponsored projects in the wider community, and individual projects approved by the coordinator. Full IB diploma students are required to complete a minimum of 150 hours of CAS in grades 11 and 12.

Students will be **guided** into an appropriate program(s) and receive semester reports on their progress. The total hours required would depend on which grade the student entered ECA. Students can contribute hours from community and/ or other non-ECA school activities.

	Creativity	Action	Service	Total required hours per year
	(approximate hours)			
Grade 12	15	15	15	45
Grade 11	15	15	15	45
Grade 10	10	10	10	30
Grade 9	10	10	10	30

Hours required if the student entered in grade.*			
9	10	11	12
150 hours	120 hours	90 hours	45 hours



\*Unless a student(s) enters ECA mid-way through high school

## CAS PROGRAM OPTIONS

Note that many clubs and activities contribute to CAS hours in different categories, depending on what is being done by students. Students can contribute hours from community and/or other non-ECA school activities.

“Hours” refers to the potential hours that a committed student could put into that activity throughout the year, or for the time that the activity was offered.

## ACTIVITIES

A full range of student activities is offered, including High School Student Council, National Honor Society, Model United Nations and an active Community Service program. Students may also elect to participate on the staffs of the Yearbook or The Echo. In the arts, school dramatic productions along with the Drama Tech Club are popular options.

For those students not participating in sports, a number of activities are offered after the end of the school day including Math Club, Climbing Wall, Multicultural Club, Chorus, and Drama. The Adventure Club sponsors special hiking trips, climbing, bicycle trips, beach trips and other field trips throughout the school year. Students participating in weekend or out-of-school activities should be aware that all school rules and regulations apply during the course of such activities

## HIGH SCHOOL STUDENT COUNCIL

The high school student council is an elected body that promotes school spirit, advocates for improvement in the school, serves as a communication link between the student body and the administration and provides various social activities for students. This organization consists of all three class representatives in grades 9 through 12, plus four school-wide elected officers: president, vice-president, secretary and treasurer. Campaigns and elections are held at the beginning of the school year. Students must have a GPA of 3.0 or above to be eligible to run for student body offices. Students on Academic or Disciplinary Probation are not eligible to run for student body offices.

## NATIONAL HONOR SOCIETY (NHS)

NHS meets regularly and performs several service related activities. Membership in the National Honor Society is granted to students selected by the faculty council of the school. Sophomores, Juniors, and Seniors can qualify for membership. The academic requirement is based on a student’s grade point average, which must be at or above 3.30 for grade ten students and 3.60 for students in grades eleven and twelve.

In addition, the qualities required for selection are excellence in leadership, scholarship, service, and character. Members are expected to live up to the qualities for which they were selected and maintain the high standards of the society. New members are inducted each April. Students who have been inducted to the Honor Society in their previous school automatically become members of the ECA chapter.

## LINK GROUPS

LINK groups are open to students in grades 9-12. The purpose of LINK groups is to provide a “LINK” between the student body and administration. Other responsibilities include:

- To improve communication between students and staff.
- To bridge the gap between students and staff and provide a forum to “LINK” students to discuss student related issues at their respective grade levels.
- To provide a forum for students to have an active voice on issues affecting their grade levels.
- To provide a forum for students to be involved in important school initiatives.
- To promote an atmosphere of respect, responsibility, and “fun” at ECA activities



TEAM SPORTS

ECA HS offers a full range of individual and team sport activities. There are competitive and non-competitive opportunities for every student. Non-competitive, co-ed sport opportunities include: basketball, American touch football, and volleyball.

Competitive sport activities are available at different levels. All levels are determined by the age of the student participants. There are teams for both boys and girls of all ages in the HS.

Three times a year, ECA competes in VANAS competitions in boys and girls volleyball, basketball and soccer. VANAS competitions involve American schools in Venezuela from Caracas, Valencia, Maracaibo and Puerto La Cruz. Three times a year ECA competes in an international athletic league called CAISSA. Schools in the Caribbean involved in CAISSA come from the Dominican Republic, Ecuador, Venezuela and Trinidad and Tobago. Competitions include boys and girls volleyball, basketball and soccer.

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Support Programs

COUNSELING & GUIDANCE PROGRAMS

Adolescence can be a challenging time for both students and parents. Our counseling office provides assistance to students, parents and families dealing with academic, social and emotional issues. The guidance counselor runs the counseling and guidance program. The counselor is supported by a learning resource teacher and an ELL specialist. Tutors are available on a referral basis when the need for such services arises.

One counselor is responsible for the needs of students in grades 9, 10, 11 & 12. Services provided include individual, academic, and personal counseling. The counselor is in regular contact with each student and maintains close communication with parents. In addressing the needs of students with academic problems, the counselor relies on information and advice provided by faculty at regular meetings. The counselor also tests to determine appropriate course placement and administers standardized tests such as EXPLORE, PLAN, and PSAT.

ECA HIGH SCHOOL TESTING PROGRAM

All 9<sup>th</sup> graders take the EXLORE, all 10<sup>th</sup> graders take the PLAN, and all 10<sup>th</sup> and 11<sup>th</sup> graders take the PSAT in October. 11<sup>th</sup> graders are also encouraged to take the TOEFL (for non native English speakers), ACT, SAT Reasoning and SAT Subject Tests, in May and June. It is recommended all 12<sup>th</sup> graders repeat the SAT and ACT (if necessary). The goal of our college counseling program is to find a “fit” for each student, one that ensures the best possible opportunity for a successful college career.

Grade Level	Test
Grade 9	ISA
Grade 10	ISA, PSAT
Grade 11	PSAT, ACT, SAT Reasoning Test, SAT Subject Tests, TOEFL
Grade 12	ACT, SAT Reasoning Test, SAT Subject Tests, TOEFL

## COLLEGE & UNIVERSITY GUIDANCE PROGRAM

More than 98% of our graduates continue their studies at colleges and universities around the world. In recent years, ECA graduates have been admitted to the following universities, among others:

- Babson
- Bentley University
- Boston College
- Boston University
- Bowdoin
- Brown
- Clark
- Columbia University
- Cornell
- Duke
- Emory
- Georgetown
- George Washington University
- Georgia Tech
- Harvard
- Johns Hopkins
- London School of Economics
- McGill University
- Pennsylvania State University
- Princeton
- Rice University
- Smith
- Stanford University
- Tufts
- UCLA
- University of British Columbia
- University of California at Berkley
- University of Chicago
- University of Miami
- University of Pennsylvania
- University of Toronto
- University of Warwick
- University of Western Ontario
- Vassar

## ADVISORY AND GRADE-LEVEL ACTIVITIES PROGRAM

Each student in the high school is assigned an advisor at the beginning of the school year. The purpose of the advisory system is to provide a faculty member who takes an active concern in the academic and social welfare of each student.

Advisors and advisees (usually 8-10 students to a group) meet at least weekly. Approximately twice a month, there are also meetings devoted to grade-level activities, academic and activity planning, college and career counseling (especially for grades 11 and 12), relationship building, self-awareness activities, and current issues that are happening in the ECA community. The program is coordinated by the Guidance Counselor and is adjusted to the needs of students at each grade level.

ECA high school is a StrengthsQuest™ school. All students in grades 9-12 will have their strengths identified and be a part of advisor or grade level sessions how to better understand and use their strengths in various settings.

## ACADEMIC AT-RISK PROGRAM

The purpose of the academic at-risk program is to provide low-performing students with support in a number of areas, all of which are designed to improve their academic performance. This is a two-tiered program with specific interventions for students at each level. This goal is accomplished through a number of means:

- Provide regular feedback for students and parents on classroom performance.
- Hold students accountable for academic performance.
- Provide structures for remediation.
- Involve parents in their student's academic performance and improving work habits.

## **TIER ONE (ACADEMIC AT-RISK)**

Students will be placed on tier one academic at-risk if they have either two D's or one F on a semester report. Students in tier one may be subject to any combination on the list below, as decided by the Student Support Team (SST):

- Letter to parents describing the conditions of the at-risk program and academic probation
- Student meeting with guidance counselor
- Possible removal from activities with the exception of service commitments (depends on best interest of student)
- Tutoring
- Others as deemed appropriate

## **TIER TWO (ACADEMIC PROBATION)**

Students may be placed on Academic Probation at the beginning of a semester if they have earned either two D's or one F in the previous semester.

- Contract
- Parent and student meeting with the administration
- Supervised study periods during school
- Possible removal from co-curricular activities
- Tutoring
- Others as deemed appropriate

Students who do not improve their grades during the semester that they enter Academic Probation may be required to withdraw from the school. A determination regarding students in the program will be made at the end of each semester. Students with poor grades in the second semester may begin the next year in the program.

## **RESOURCE PROGRAM**

High School Resource is offered to students with mild learning difficulties. Students work on independent learning strategies, as well as receive additional support in their coursework. Support services can be provided through consultation, in-class, and/or pull-out support. Consultation takes place between the resource and the classroom teachers in order to discuss a student's progress, particular concerns, or specific strategies that can be used to help the student be successful. Occasionally, in-class support is offered during a core class that the student may need assistance with, such as English or Science. Pull-out support takes place in the resource room, and is designed to teach students strategies to help them become independent learners.

## **ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)**

Students entering the 9<sup>th</sup> Grade with limited English language proficiency will participate in the English literature class designed for all 9<sup>th</sup> graders. In addition, those students will attend an ELL class in lieu of a foreign language (Spanish or French) for at least the first semester. Admission questions and considerations for placement: Does the ELL student have identified learning disabilities? How will this affect his/her placement? Does the ELL student have a sound academic record in his/her previous schooling? Does the student have a level of oral and written proficiency in his/her native language? Will the student be able to achieve a level of academic English that makes it possible to succeed in the IB program?

## Contracts and Pledges

Students are expected to honor contracts pertaining to academic honesty and standards of behavior, and harassment.

### Academic Honesty Code

Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess. The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend ECA ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at ECA and throughout life.

ECA students are expected to prepare their own schoolwork to the best of their ability for evaluation by our faculty. Students who are not academically honest at ECA will face academic and disciplinary consequences. Academic dishonesty includes, but is not limited to:

- Taking assignments and copying all or part of it and presenting it as one's own;
- Sharing work for the purpose of copying and allowing another person to present it as their own;
- Giving information or answers from quiz or a test to other students;
- Plagiarizing, intentionally, all or part of someone else's work and turning it in as one's own. This includes work from fellow students, the Internet, books, magazines or any other sources;
- Submitting work from another current class or from a class of another year;
- Fabricating or inventing information or falsifying research or other findings;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
- Using any portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so;
- Failing to cite research sources properly.
- Communicating with another student during a quiz or exam;
- Copying from another student during a quiz or exam;
- Talking about a quiz or exam before all of the students have taken it;
- Lying, cheating, stealing or being deceitful about one's academic work.

### PROCESS FOR DISCIPLINARY ACTION

The process whereby a student will be punished for infraction of the Academic Honesty Code shall include the following steps:

- The student will be informed by the teacher of the class where the infraction occurs.
- The principal will review the matter with the student.
- The principal will consult with the teacher about the incident.
- The principal will document the incident in the student's electronic discipline file.
- A panel of teachers and students may be convened depending on the severity of the infraction.
- The principal will contact the parent to state the infraction, review the academic integrity policy, and explain disciplinary consequences.

## DISCIPLINARY ACTION FOR STUDENT VIOLATIONS OF THE ACADEMIC HONESTY CODE

The teacher will address the academic honesty infraction initially. The infraction will then be referred, in written form, to the Principal's office where a record of all infractions will be kept on file. Consequences for a student's involvement in an act of academic dishonesty will be handled in the following manner:

- The student will receive an automatic zero on the assignment or test; no make-up work will be offered to compensate for the zero. This rule also applies to semester and final exams;
- If the incident occurs in an IB course, the student may be withdrawn or have relevant coursework withheld.
- A referral describing the incident will go into the student's file. It will remain on file for a period of one year. During this period, the student will be ineligible for Honor Roll and admission to the National Honor Society. If the student is already in the honor society, they will be suspended from the group for a period of two weeks.
- If a second offense of academic dishonesty occurs, all of the above items apply and the student may be suspended from school. A disciplinary contract will be written which will remain permanently on file. If a student is in NHS, they will be permanently removed from the organization.
- A third offense of academic dishonesty will make the student liable for expulsion.

## Standards of Behavior Pledge

It is the intent of the Board and administration of ECA to promote a sense of community among students, parents, faculty, and staff of the school; to develop social, civic, and leadership skills in all students; to encourage respect for the property of others; and to foster an appropriate educational environment in which all members of the community are treated with respect. Behavior, which is disruptive or disrespectful toward students, faculty, staff, administration, or property, will not be tolerated. As a student at ECA, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy.
- I will be fully responsible for my own actions and related consequences.
- I will respect the property of others.
- I will respect and obey the rules of my school.
- I will show respect to those who are responsible for enforcing the rules of my school.

## Student Harassment Agreement

This applies to the conduct of all pupils at ECA while at school, on any school premises, or while under the supervision of a school authority, or for conduct while not at school, but is a school-sponsored event. A "school-sponsored event" shall include, but is not be limited to, school field trips, athletic contests, musical, artistic and intellectual events wherein the school district is a participant, no matter where those trips, contests or events are held, including the period of transportation to and from those trips, contests and events, and the transportation to and from school.

Students have a right to a life free from harassment and discrimination and a legal right to an education free from sexual harassment or discrimination of any kind. Thus, the purpose of this policy is to provide, as far as possible, a safe, pleasant, nondiscriminatory, and humane atmosphere for learning.

## DEFINITION OF SEXUAL HARASSMENT

Any behavior toward a student or student's guest by an employee, a visitor, or another student may be considered sexual harassment if it takes any of the following forms: touching or grabbing, comments about another's body, sexual remarks or suggestions, conversations that are too personal, pornographic pictures or stories, dirty jokes, obscene gestures, offensive displays of sex related objects, or staring in a way that seems too personal. Investigation will

determine that it is sexual harassment if any of these actions force sexual attention on someone who doesn't want it, dominate others by unfairly taking advantage of a situation, intimidate others to force their consent, allow one to take pleasure from someone else's pain or discomfort, abuse power that they have over people, or violate someone's rights.

### EXAMPLES OF STUDENT HARASSMENT

- Verbal abuse or name-calling, of a demeaning, derogatory or threatening nature.
- Verbal, written or graphic references of a demeaning, derogatory or threatening nature concerning another pupil's capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family or national origin.
- Defacing of school property with written or graphic materials.
- Theft, damage or destruction of another's physical property or property under another's control, such as school texts, library materials, and athletic equipment.
- Physical assault of another pupil, or threatening to do so.
- Creating an atmosphere which creates a hostile environment for another pupil.
- Cyber-bullying.
- Any other conduct, whether intentional or unintentional, which results in harassment of the nature described above.

### PENALTIES FOR HARASSMENT

Any student, whose conduct, whether intentional or unintentional, results in harassment of another pupil, will be subject to proper discipline including possible suspension.

- First offense - Conference with principal, possible conference with parents or guardians.
- Second offense - Detention or one day out-of-school suspension, parent conference.

### REPORTING BY STAFF

All staff members of the school, including teachers and support staff, will be asked to watch for cases of pupil harassment and to report cases to the appropriate building principal.

## Discipline

ECA recognizes and accepts its responsibility to create, foster and maintain an orderly and safe class environment. Inappropriate behavior by students on school premises, school-sponsored transportation, or at school-sponsored activities that injure self or others, damage private or public property, involve drugs or alcohol, impede or obstruct the learning process, or disrupt classes and/or the operation of the school will not be permitted.

Every individual is entitled to courtesy and consideration in relationships with fellow students and adults. Individuals must earn this courtesy and consideration by extending the same respect to each person they meet during the course of the day. Staff, including administrators, and teachers, must use their training, experience and authority to create schools, and classes where effective learning is possible. Students are expected to come to school and to attend each class ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

Student conduct is handled in a fair, firm, and friendly manner at ECA. Our holistic approach helps students develop positive self-concept, a sense of responsibility, and an understanding of how to work cooperatively with others.

## **SUSPENSION AND EXPULSION**

If the Principal or Academic Dean decides to suspend a student out of school (OSS), the parents will be notified immediately. Students who are suspended from school must submit all work due during their suspension, either electronically or with another student. Teachers will allow students to make up work completed in class during the suspension. If additional infractions of major school rules occur, the consequences may be more serious, including additional suspension, loss of privileges, and expulsion from school. Single violations of parts of the ECA Substance Abuse Policy or single actions that seriously endanger the safety of others may result in expulsion. Repeated poor academic grades may also result in expulsion from ECA. If the High School Principal feels it is necessary to expel a student, a recommendation for expulsion will be submitted to the Superintendent for a decision. All students have the right to appeal such a decision.

## **BEHAVIORAL CONTRACT**

If a student has repeated disciplinary infractions, they will be placed on a behavioral contract. While conditions of a contract will vary depending on the situation, a student cannot have any further behavioral infractions while on a behavioral contract. If they do, they risk being suspended, expelled, or subject to other conditions specified in the contract.

## **ACADEMIC CONTRACT**

If a student is academically at-risk for two consecutive semesters, they will be placed on academic contract (students cannot receive more than two D's or one F on a semester report card). While conditions of a contract vary depending on the situation, a student cannot be designated as academically at-risk for a third consecutive semester. Students may be suspended, expelled, or subject to other conditions specified in the contract.

## **DRESS CODE**

Students who fail to follow the dress code will be liable for disciplinary action. Parents may be called to bring appropriate uniform attire for repeated violations and/or students could receive detentions or OSS for repeated violations.

## **STUDENT VISITORS**

To maintain a safe campus, the school restricts student visitors during class hours. Requests must be made to the division principal at least one week in advance before the planned visit. Permission will be granted on a case-by-case basis. Alumni are welcome to visit but they cannot disrupt the learning environment and must have a specific purpose or reason to visit. All visits by alumni must be pre-approved by the high school office.

## **CELLULAR PHONES**

In recent years, cellular phones have been the target of theft. If students must have cellular phones on campus, they should keep them in a safe place, and they must turn them off during class periods, while in the library and computer labs, and during assemblies. Teachers have been asked to confiscate phones from students who use them during at inopportune times.

## **SCHOOL SPONSORED TRIPS AND STUDENT PARTICIPATION**

ECA offers many off-campus learning opportunities. Some of these last for several days and involve travel. While students should participate in these opportunities, there is a limit on the number of class meetings they can miss. Students, therefore, may have to make choices. If a student has a good attendance record, he may participate in up to nine days of optional out-of-school trips. Students who have missed school for other reasons will be granted fewer than the nine-day maximum, based on the circumstances and the student's academic record. Students may apply for an extension of the limit based on very strong academic, conduct, and attendance records.



### **TRUANCY FROM SCHOOL AND/OR SKIPPING CLASS**

Students who are truant or skip class will be disciplined according to the attendance policy. A student could be assigned detention(s), suspended and placed on behavioral contract for being truant or skipping class.

### **PROFANITY AND/OR INAPPROPRIATE LANGUAGE OR GESTURES**

- First offense - Teacher/principal conferences the student, may assign detention.
- Second offense - Detention and parent contact.
- Third offense - One day OSS and parent contact.

### **FIGHTING AND/OR INTIMIDATION**

- First offense - One to three days OSS and parent/guardian notification
- Second offense - Three to five days OSS and parent/guardian notification. Student will be placed on behavioral contract.
- Third offense - Five day OSS, recommend expulsion

### **INSUBORDINATE BEHAVIOR**

School activities and school in general cannot be conducted with insubordinate behavior. Students are expected to comply with the reasonable requests of teachers and school staff members. Behavior deemed to be disruptive, insubordinate, destructive, or dangerous to the welfare of the school and the people involved in the daily operation of the school and school activities is prohibited. Other consequences for insubordination include, but are not limited to detentions, OSS, and the student being placed on a behavioral contract.

### **FORCE AGAINST A STAFF MEMBER**

Any student intentionally using unprovoked force against a staff member will be suspended and recommended for expulsion. Student will be placed on behavioral contract if they remain at ECA.

### **VERBAL ABUSE, HARASSMENT, OR THREATENING OF A STAFF MEMBER**

Any student verbally abusing, harassing, or threatening a staff member will be suspended from school and could possibly be referred for expulsion. Student will be placed on behavioral contract if they remain at ECA.

### **FORGERY**

Consequences include detention and parent/guardian notification. Student could be placed on behavioral contract if there have been multiple disciplinary infractions.

### **THEFT**

No person may take or destroy property of the school or personal property of others. Theft of school property or vandalism to school property and/or equipment will result in one to three days of OSS, parent/guardian conference, full restitution, and the student placed on behavioral contract. Repeated infractions will result in a recommendation for expulsion.

### **VANDALISM AND PROPERTY DAMAGE**

If students willfully destroy school property and/or the property adjacent to school, suspension and subsequent expulsion may be necessary. If students should happen to damage something by accident, they should report it to



a teacher or the office immediately. Consequences for vandalism include detention, one to five days OSS, parent/guardian notification, full restitution, and the student placed on behavioral contract. Repeated infractions will result in a recommendation for expulsion.

### **COMPUTER SYSTEM VANDALIZING**

Computer system vandalizing (malicious hacking) is defined as entering a computer system (including hard disks, floppy disks, or a computer network) with the intent to destroy or disable information. In the case of a computer network, the use of another person's password or the individual's own password to access restricted information in order to destroy or disable information is strictly prohibited. Students who engage in such activity will lose computer privileges and be subject to the consequences for vandalism listed above.

### **INAPPROPRIATE DISPLAY OF AFFECTION**

Students have the right to be present in an environment which shows proper respect for relationships between others. Students have the responsibility to demonstrate healthy, interactive relationships which evidence control and a proper sense of time and place. Excessive public displays of affection are inappropriate behavior at school. Such behaviors as excessive embracing, hugging, and/or kissing (i.e. more than what is commonly used for greeting or saying good-bye) is offensive to other students and faculty members and is in poor taste. Please use good judgment.

### **CLASS MISCONDUCT**

Students whose behavior in class causes the teacher to send the student out of the classroom are to report to the office immediately. Failure to report to the office will compound the situation and result in more severe disciplinary actions being taken. Consequences for class misconduct include, but are not limited to, lunch detentions, OSS, and the student placed on behavioral contract if have been multiple disciplinary infractions.

### **CAFETERIA AND BREEZEWAY**

Students are expected to conduct themselves maturely. Disciplinary action will be taken for those who violate common courtesies. Students are expected to pick up after themselves and each other in all areas of the high school.

### **FALSE BOMB THREATS AND FIRE ALARMS**

Any student who reports a false bomb threat, fire, or alarm call will be suspended from school and possibly recommended to the Board of Directors for expulsion.

### **CLASS DEMONSTRATION ARTICLES**

Any item brought into the school building for the purpose of a class demonstration that could be considered a weapon must be approved by the principal's office prior to the demonstration. The item must also be stored in the high school office before and after the classroom presentation.

### **LOCKERS**

School lockers are the property of ECA and are provided for the convenience of students. At no time does ECA relinquish its exclusive control of lockers. Periodic general inspections of lockers and contents in the lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Among the reasons for suspicion include concealing alcohol, drugs, material of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety. Therefore, students should not put anything in their lockers or carry anything in their possession that they would not want the school to know about. This policy includes locker searches using dogs to check for controlled substances. Each student is assigned to a specific locker. Lockers must be secure at all times. Keep your locker combination confidential. Under no circumstances should anyone

but you know the combination to your locker. Students are not to share lockers. Keep your locker clean at all times, inside and outside -- have pride in them. Keep the area by your locker clean at all times, including the hallway. Have pride in your school. It is permissible for students to hang pictures in their lockers, provided the tape that is used will not peel the paint off the lockers. All inappropriate pictures will be removed.

## Five Reasons Why a Student Could Be Removed From Class

### 1. BEHAVIOR THAT VIOLATES STUDENT RULES AND EXPECTATIONS

The Behavior Handbook contains behavioral expectations for students at ECA. These rules and expectations will be explained and discussed with students at the beginning of each school year.

### 2. BEHAVIOR WHICH IS DISRUPTIVE, DANGEROUS OR UNRULY

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing, baiting, or threats.
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by another student, presentation by visitor) or during quiet (study) time.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior.

### 3. BEHAVIOR WHICH INTERFERES WITH THE ABILITY OF THE TEACHER TO TEACH EFFECTIVELY

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher, manifest in words, gestures or other overt behavior
- Open disrespect of the teacher, manifest in words, gestures, or other over behavior
- Other behavior likely or intended to sabotage or undermine the instruction

### 4. BEHAVIOR WHICH INHIBITS THE ABILITY OF OTHERS TO LEARN

In addition, there may be grounds for removal for inappropriate behavior which, though not necessarily in violation of the provisions of (1) through (4) stated above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

## 5. BEHAVIOR THAT WARRANTS A STUDENT BEING REMOVED BECAUSE IT IS IN THE BEST INTERESTS OF THE CLASS

In some cases, a teacher may believe a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

### ECA Substance Abuse Policy

Escuela Campo Alegre (ECA) has a responsibility to ensure the school environment is a safe place for students and to develop young adults who have the skills and background knowledge to make healthy choices. Through curricula and other programs this background knowledge and skill is developed. The intent of the policy is for all students to remain substance free during their stay at ECA.

All students admitted to ECA agree not to consume, or be under the influence, possess, give, receive, purchase or distribute any illegal substances at any time, whether on campus, in a school vehicle or during any school sponsored trip. Parents have a responsibility to support their children with respect to illegal substances and also agree to take actions necessary to ensure uniform application of the policy. It is important for students and parents to understand an illegal substance violation constitutes a serious breach of policy.

The substance abuse policy is divided into four components; illegal and psychotropic drugs, alcohol, prescription medication, and tobacco.

### ILLEGAL AND PSYCHOTROPIC DRUGS

The ECA substance abuse policy in regard to illegal drugs is based on the following:

For the purposes of this policy 'psychotropic drugs' refers to any illegal stimulant or depressant such as marijuana, hashish, heroin, cocaine, amphetamines, and barbiturates.

1. The possession, consumption, selling, and buying of illegal drugs are a violation of Venezuelan law and ECA policy.
2. The school maintains programs and policies that support and encourage healthy decisions.

### PROCEDURES

1. As a condition of admission each student and his parents are required to sign an annual statement of agreement to adhere to the ECA Substance Abuse Policy.
2. All Middle and High School students and their parents are encouraged to attend at least one substance-abuse prevention session offered annually by ECA.
3. The school may conduct locker and bag checks to substantiate incidents of reasonable suspicion.
4. In cases where the school has substantiated reasonable suspicion of a violation:
  - a. An attempt will be made to contact parents to ask them to be present for any action required. Parents shall be requested to attend ECA in order to discuss the incident and procedures to be taken. If parents refuse to assist or cannot attend, procedures shall be conducted in the presence of two ECA administrators and/or faculty as witnesses.
  - b. Reasonable suspicion may result from:
    - First hand information provided by student, teacher, or parent witnesses.
    - Actual evidence of possession, consumption, or distribution.
    - Behaviors that might reasonably raise questions about a possible violation.

- c. In cases of reasonable suspicion regarding a student's violation of the policy two ECA administrators will discuss what they are hearing with the student in question, and will inform parents of the discussion. Any further action, if required, will be based on the discussion.
- d. Before taking disciplinary action the school shall:
  - Question the student or students involved in a thorough and fair manner.
  - Establish a violation has occurred.
  - Inform parents immediately regarding violations.

## CONSEQUENCES

1. Confirmed use or possession or sale or purchase of an illegal drug in school, in school vehicles and/or at school events, will result in an expulsion hearing.\* Students expelled from the school have the right to apply to the Superintendent for re-admission in the following year if they have a substance abuse evaluation by a school approved outside agency and follow and complete the recommendations. Such a request must be approved by the Board of Directors.
2. For a confirmed violation off-campus or an arrest or conviction of an illegal drug related incident, ECA may require one or more of the following:
3. A substance abuse evaluation by a school approved outside agency.
4. Attendance at counseling at the parents' expense.
5. An expulsion hearing, if any portion of the violation implicates ECA in any way or affects its reputation on behalf of other students or community members.
6. For any student who voluntarily, proactively admits violation, ECA will recommend a substance abuse evaluation by a school approved outside agency to establish a program designed to help the student become drug free. This could include counseling, testing, or other measures within an agreed upon time frame and at the parents' expense. Should the program ultimately prove unsuccessful, an expulsion hearing may be held.
7. Parents and students should be aware of the possibility that, depending on the individual case, ECA may be required to report an incident to the appropriate authorities.

## ALCOHOL

Students are not to consume, or be under the influence, possess, give, receive, purchase or distribute alcohol while on campus, in a school vehicle, or during any school sponsored trip or event. The consuming or possessing of alcohol on school property or during any school sponsored trip or event shall result in the following consequences:

- First Violation - Up to five days out of school suspension and parent conference.
- Second Violation - Recommendation for expulsion hearing\*

## PRESCRIPTION MEDICATION

Parents are strongly encouraged to bring prescription medication to the nurse's office, where it will be counted and distributed to the student as prescribed by the physician. Students may not possess prescription medicine that is not their own or distribute prescription medication to other students while on campus, in a school vehicle, or during any school sponsored trip or event. Consequences include:

- First violation - Three to five days out of school suspension
- Second violation - Recommendation for expulsion hearing\*

## TOBACCO

Students are not to consume or distribute tobacco products while on campus, in a school vehicle, or during any school sponsored trip or event. Consequences include:

- First Violation - One day out of school suspension
- Second Violation - Three days out of school suspension and parent conference
- Third Violation - Five days out of school suspension; placed on a behavioral contract.

**\*An expulsion decision by the Superintendent will be informed in writing to the parents of the child no later than 10 calendar days after such decision. An expulsion decision may be appealed by written application of the parents to the Board of Directors within 5 calendar days of receiving the written decision from the Superintendent. In the event of appeal, the decision of the Board of Directors will be final.**

## Inappropriate Items

We must all cooperate to keep our school weapon-free. Thus we are asking your cooperation in helping us enforce our zero tolerance weapons policy. Under no circumstances should a student bring to school a knife, penknife, weapon, or other dangerous instrument, such as mace or pepper spray. Other items unsafe for children to bring to school would include, but not be limited to: bottle/can openers, toy guns, scissors, or any items with sharp points. If you child brings a knife or any weapon to school, you child will be immediately suspended and recommended for expulsion.

## FLAMMABLES

Possession or use of fireworks and other types of flammables are not allowed. Violators in these areas will be subject to out of school suspension, expulsion, and restitution. This includes cigarette lighters.

It is important you know and understand this policy and its penalties apply to all students. We hope parents will use their own good judgment in not allowing students to bring to school anything that is inappropriate or unsafe. No person shall possess, store, or use a weapon or look-alike weapon in school buildings, on school premises, in contracted vehicle, or at any school-sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object that is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir, or any other object that could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

**The following are the only two exceptions to this policy:**

- Weapons under the control of law enforcement.
- Weapons registered and handled in a legal manner for the purpose of education as authorized by the principal

# Athletic Behavior Standards

## SCHOOL HANDBOOK VIOLATIONS

The Escuela Campo Alegre Student handbook regulations are followed regarding the infraction of school rules. This stipulates any student involved in a sport or activity who commits a “serious offense” will automatically receive a suspension from the sport or activity and be subject to possible removal from the team.

## STUDENT CONDUCT AT ATHLETIC EVENTS/ACTIVITIES

As a member of an athletic team, sponsored activity, students are high profile representatives of ECA. Students are expected to act in an appropriate manner.

The following behavior is inappropriate and will not be tolerated:

- Fighting
- Use of profanity
- Use of, or being under the influence of, alcohol, tobacco or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior
- Taunting opponents or officials
- Destruction of property

Students who exhibit any of the above behaviors may be suspended from athletic competition for a period of time and face school disciplinary action. Any act of unsportsmanlike conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest or from the stands. A student who strikes, curses or threatens an opponent, coach, parent, fan or official during a contest, or at any other time because of resentment over occurrences or decisions during a contest, or, who fails to maintain a standard of conduct satisfactory to Escuela Campo Alegre, shall be ineligible to participate in interscholastic athletics from a period of one to nine weeks and will be subject to the ECA student handbook disciplinary procedures. A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct will be disciplined according to ECA regulations. Non-athletic competitions will be subject to the same procedures.

Individual coaches may formulate more stringent rules and regulations than those found in the ECA Student handbook for their team members. These rules and regulations must be given to the team before the sports season begins and a copy must be given to the Athletic Director.

## ATHLETES EXPECTATIONS

- Act at all time with integrity when interacting with other athletes, coaches, volunteers, officials and public in general.
- Maintain the highest standards of personal conduct and support the principles of fair play.
- Adhere to the rules of behavior set out in the tournament guidelines and in ECA school policy.
- Dress professionally when traveling (e.g. collared shirts, no jeans or shorts, no tennis shoes, etc.)

## DRESS CODE FOR ATHLETIC EVENTS & TRAVEL

Students and coaches are to look neat and clean in appearance at all times when representing the school. Students are NOT permitted to wear jewelry during practice or athletic events. Students must wear their regular school uniform shirt

during school hours and dress “professionally” when traveling. Boys should wear collared shirts and dress slacks and closed shoes. Girls should wear slacks, skirt, blouse, and closed shoes. Jeans, t-shirts, flip-flops are examples of clothes not allowed for travel.

## SPORTSMANSHIP

Respect for self, team, opponents, officials and fans are required from all ECA coaches, athletes and fans. All coaches must be familiar with ECA sportsmanship rules.

### Expectations of Athletic Directors, Coaches and Chaperones on Student Trips

#### ATHLETIC DIRECTOR, COACHES, AND CHAPERONE EXPECTATIONS:

- Share responsibility for orderly conduct in all athletics events.
- Acknowledge the authority of officials in a contest and by relating to them in a positive and respectful manner.
- Exercise control over players under their supervision and serving as a stabilizing agent during contentious moments of any game.
- Exercise control of their own conduct so as to avoid inciting players, officials and spectators (i.e. use of inappropriate language, no confrontations with referees).
- Conduct themselves at all times in a manner which is appropriate to the responsibilities of their respective positions.
- Conduct themselves at all times in a manner becoming of the educational organization which they represent.

#### OTHER CHAPERONE EXPECTATIONS WHEN TRAVELING WITH STUDENTS:

- Someone should always be with the students when going through customs.
- If staying in a hotel, an adult should always have a room on the floor where there are students.
- When staying in a hotel, **expectations for students** are the following:
  - No room service.
  - No running or shouting in hallways.
  - No leaving the room after the curfew.
  - No use of telephones or cell phones after curfew (chaperones may want to collect cell phones – also check for walkie-talkies).
  - Students should know room numbers of chaperones in case of illness or emergency.
  - Block cable TV options and make sure there are not any mini-bars in the room.
- When students stay in a hotel, **expectations of chaperones** are the following:
  - Chaperones should be sure students are sleeping prior to going to bed.
  - Chaperones should do extra bed checks or room checks (it may be advisable to collect room keys)
  - Chaperones should have activities for students in the hotel – take them to the pool or allow having conversations.
  - Set clear bedtimes.
  - Refrain from any alcohol beverages during trip.



- Have parent contact information.
- Know if any students are on medication or have any injuries.
- When students stay with host families, **expectations for chaperones** are the following:
  - Make sure students know how to contact you (name and number where you are staying).
  - Make sure students understand the tournament rules and guidelines for student behavior.
  - Meet host parents of where students are staying
  - Communicate to students expectations for the next day (pick-up times, game times, etc.)
  - Call students at designated curfew times
  - Know if any students are on medication or have injuries

### SUPPORT GROUPS AND PARENTS

Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of ECA and its teams.

Support for ECA teams by parents, students, faculty and friends are an important element in athletic competition. Good sportsmanship of the highest caliber is expected from all fans and spectators at all home and away athletic contests. Those who do not conform to these high standards will be asked to leave the athletic event in which ECA is participating. The referees and umpires who officiate events help teams or individuals play fairly. All officials will be treated with courtesy and respect.

Students not supporting ECA's teams in a way that reflects positively on the school will be disciplined. ECA boosters who do not behave in a manner that positively reflects ECA's values will be asked to leave the athletic event and may be asked to refrain from attending future events. Good citizenship is expected of all ECA students on or off campus, on courts, fields, or in gymnasiums. The ECA guidelines will be followed at all athletic activities. ECA attempts to provide a safe environment for its team members, spectators, coaches and officials. Security and faculty supervision are provided at most sponsored athletic events. Spectators should:

- Demonstrate good sportsmanship.
- Respect, cooperate, and respond enthusiastically.
- Censor fellow spectators who display negative behavior.
- Respect the property of the school and the authority of school officials.
- Never heckle, jeer or distract members of opposing teams.
- Never criticize the athletes or coaches for the loss of a contest.
- Accept the decisions of the officials.
- Supervise students/children not participating in the event.
- Respect that no smoking or drinking is allowed on campus.



## CAISSA and VANAS

All CAISSA and VANAS regulations will be followed for any tournament violations (i.e. curfew). If alcohol, tobacco, or drugs are involved, the ECA illegal substance policy will be applied in addition to the following consequences:

### 1. CONSEQUENCES WOULD APPLY TO ALL CAISSA STUDENT/ATHLETES FOR ILLEGAL SUBSTANCE VIOLATIONS (DRUGS, ALCOHOL, OR TOBACCO) AND ANY OTHER SERIOUS VIOLATIONS:

- Athlete will automatically be banned from participation in CAISSA events for one year (the next three CAISSA athletic seasons).
- The student/athlete will have the opportunity to earn back the 3rd season by completing 50 hours of community service at their home school.
- Athlete will not be allowed to continue participation in the current tournament.
- Athlete will be removed from his host's home and housed with his/her coach.
- Athlete will not be eligible for athletic awards at the end of the year athletic banquet for the sport in which the violation occurred.
- Athlete may be sent home at parent's expense.
- Any other consequences will be enforced by the athlete's school administration in accordance with individual school policies. If athletes from more than one school were engaged in the same illicit behavior, every effort will be made to make those school consequences comparable between CAISSA schools and comparable from year to year.
- If the CAISSA student/athlete is a second semester senior, in addition to the consequences listed above, the student/athlete would be banned from participation in CAISSA events for the remainder of the year and subject to further consequences imposed by the home school which could include out of school suspension, community service, work projects that benefit the school community, or participation in graduation activities.

### 2. AT ECA, IF SENIORS ARE INVOLVED IN SECOND SEMESTER CHEMICAL RELATED CAISSA OR VANAS INCIDENTS, THE FOLLOWING CONSEQUENCES COULD APPLY:

- The student will lose senior privileges for the remainder of the year (i.e. free dress and open campus)
- The student will not be eligible for any season ending athletic awards.
- The student will not be eligible to represent ECA on other sport or athletic teams.
- The student will be required to complete five days of ISS and community service. Dates will be determined by administration.
- Any further behavioral infractions during the senior year could result in non-participation in the graduation ceremony. Students must be in good behavioral standing in order to participate in all senior end-of-the-year activities. This includes senior speeches, senior awards assembly, senior faculty lunch, and the graduation ceremony.

### 3. CONSEQUENCES WOULD APPLY TO ALL CAISSA STUDENT/ATHLETES FOR CURFEW VIOLATIONS:

- The athlete would only be allowed to travel and participate at the next CAISSA tournament if their parent(s) accompanied them on the trip and the student and parents stayed at a hotel. The parent would be responsible for supervision and hotel lodging (in addition to other travel costs) would be at personal expense.

### 4. CONSEQUENCES FOR A SECOND CAISSA ILLEGAL SUBSTANCE, CURFEW, OR OTHER SERIOUS VIOLATION:

- Athlete would be permanently banned from participation in future CAISSA tournaments.

## Bus Behavior

It is important ECA high school students exemplify mature conduct on busses. High school students are expected to be positive leaders and role models for younger students. Basic student rules for buses are the following:

- Be on time at the designated bus stop in the morning and go promptly to the buses at dismissal. Drivers will not stop to let a student get on the bus once the buses are in motion.
- You must remain seated on the bus.
- Do not lean out of the windows or doors of the bus.
- Nothing should be thrown out of the bus at any time.
- Nothing should be thrown inside the bus.
- Respect the property of others and the comfort and safety of others on the bus.
- Be polite and courteous to all; drivers and other students. Use common sense and general respect for everyone the bus. Older students should model appropriate behavior.
- Listen to and follow the instructions from the driver. The driver's job is to concentrate on his driving safely, so don't speak to him unless it is an emergency.
- Students will be held responsible for any damage to or vandalism of bus property. Students are responsible for the conduct of any guests that they bring on the bus with them.

### PENALTIES FOR MISBEHAVIOR ON THE BUS

- First offense - Warning, possible suspension from bus for a specific period of time.
- Second offense - Automatic suspension from bus for the remainder of the year.

# Theater and Fine Arts Performance Expectations

## PURPOSE

Our goal is to put the ECA Core Values of respect and consideration into practice. This ensures a positive community experience for audience and performers, and models real world theater behavior.

## SEATING (PRODUCTIONS)

- ES students with parents
- Rows may be reserved for performing groups
- Late arrivals will be seated 3 rows of the upper theater (reserved)
- Ushers to guide people to correct area/report behavior problems to Theatre Manager
- No standing on side
- Nobody standing or sitting on steps

## BEHAVIOR (ASSEMBLIES & PRODUCTIONS)

- Civilized, respectful conduct
- No talking
- Stay seated
- Applaud
- No exit until intermission or break in program
- No feet on seats
- No food/drink
- No whistling or calling out to performers
- No hats

## POSSIBLE CONSEQUENCES

- Removal from theater
- Sent home
- Change seats
- Principal will follow up the next day with incidents reported by Theatre Manager
- May be banned from future events

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